Board of Trustees’ Consent Materials

March 22, 2006
Kittleman Room – 6:00 pm
1. Board members practice respectful dialogue that serves the best interests of the college.

2. Each board member works to integrate servant-leadership into the board culture.

3. Each board member has the opportunity to speak uninterrupted.

4. Board members come prepared – board chair needs to understand what is required and set time and material appropriately.

5. Board chair acts as caretaker for the board – acts as filter, evaluates agenda for time well spent.

6. Board chair speaks for the board to the media.

7. Consent materials are available 10 days in advance; remaining board materials are available seven days in advance.

8. Board members should route any requests for additional information to the board chair or the president at least two business days prior to the board meeting.
1. Proposed New Hires
2. Audit Areas for Review
3. Web Redevelopment Project
4. Horowitz Center Construction Budget Changes
5. Digital Fiber Security Camera Network Contract
6. Software Service Agreement
7. Furniture and Equipment for the Peter and Elizabeth Horowitz Visual and Performing Arts Center
8. Increase in Consolidated Fee
9. Parking Deck Contract Change
10. Shuttle Service
11. Trailer Mounted Work Platform
12. Painting Services Contract
13. Plumbing Services Contract
14. HVAC Services Contract
15. Carpentry Services Contract
16. Change Order for Murphy and Dittenhafer
1 – Proposed New Hires

**Background:** The following is a summary of the proposed new hires for Howard Community College. Each employee’s salary is determined by objective analysis of the job skills of the position and by placement in the appropriate salary range, as approved by the board.

**Purpose:** To approve new hires

**Timeline:** New hires from the period of February 2, 2006, through February 28, 2006

**Recommendation**

The administration requests that the board of trustees approve:

**Item:** List of new hires

**Source of funds:** The position and/or the funds are in the FY06 budget as approved by the board at its April 27, 2005, meeting

**Compliance:** This request is in compliance with college procedure, Selection of Faculty and Staff – 63.02.03, and within the presidential boundaries related to compensation, fiscal conditions, and other appropriate limitations.
Howard Community College  
PROPOSED NEW HIRES  
For March 2006 Board Meeting

BUDGETED HIRES (Position Control Positions)¹

**February 2006**

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade³</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills Intake/Assessment Specialist (20 hours)</td>
<td>Continuing Education</td>
<td>New Grant Funded Position</td>
<td>11</td>
<td>$41,967-$67,147</td>
<td>$24,419</td>
<td>Coppolino, M. Elizabeth</td>
<td>2/07/06</td>
</tr>
<tr>
<td>Basic Skills Intake/Assessment Specialist (20 hours)</td>
<td>Continuing Education</td>
<td>New Grant Funded Position</td>
<td>11</td>
<td>$41,967-$67,147</td>
<td>$24,419</td>
<td>Lowman, Meredith</td>
<td>2/07/06</td>
</tr>
<tr>
<td>Office Associate V</td>
<td>Finance</td>
<td>Existing Position Replacement</td>
<td>7</td>
<td>$29,641-$47,426</td>
<td>$29,641</td>
<td>Hanlon, Regina</td>
<td>2/16/06</td>
</tr>
<tr>
<td>Senior Help Desk Technician</td>
<td>IT Help Desk</td>
<td>Existing Position Replacement</td>
<td>8</td>
<td>$32,333-$51,733</td>
<td>$32,333</td>
<td>Geckle, Suzanne⁴</td>
<td>2/20/06</td>
</tr>
</tbody>
</table>

**March 2006**

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
<th>Position Control Status</th>
<th>Grade</th>
<th>Range for Grade³</th>
<th>Compensation²</th>
<th>Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help Desk Technician</td>
<td>IT Help Desk</td>
<td>Existing Position Replacement</td>
<td>7</td>
<td>$29,641-$47,426</td>
<td>$29,641</td>
<td>Hodge, Natasha</td>
<td>3/06/06</td>
</tr>
<tr>
<td>Research Associate</td>
<td>Planning, Research &amp; Organizational D</td>
<td>New Position</td>
<td>12</td>
<td>$45,778-$73,245</td>
<td>$45,778</td>
<td>Akhtar, Shama</td>
<td>3/13/06</td>
</tr>
</tbody>
</table>

¹ Position Control position hires are those employees hired who are budgeted employees of the core workforce.
² Annual salary is shown for exempt employees; estimated annual compensation is shown for non-exempt employees since official compensation is an hourly amount (not shown); the employee’s salary may reflect part-time or ten-month employment.
³ Ranges shown are taken from the published salary schedules which include only 12-month salaries for full-time staff. Faculty ranges may be 10 or 12-month as applicable.
⁴ Current employee of the core workforce who successfully competed for a vacant position within the college.
2 – Audit Areas for Review

Background: On May 14, 2003, the audit and finance committee suggested that the administration prepare a list of additional areas for review during future audits. The committee would then review this list each year and possibly pick one or two areas for the auditor review. This year, based on conversations with the audit and finance committee, the administration recommends the review of payroll, proposed procurement card procedures, and the HCC Laurel College Center reporting.

Purpose: To determine which additional areas will be reviewed

Timeline: FY06 audit review

Recommendation

The administration requests that the board of trustees approve the review of the payroll, proposed procurement card procedures, and the HCC Laurel College Center reporting for the FY06 audit as recommended by the audit and finance committee at its March 7, 2006, meeting.

Compliance: This request is in compliance with Board Policy: Asset Protection.
Areas for the Auditors to Review

Each year during the course of the audit, the auditors may be requested to review one or two additional areas to check internal controls. The areas listed below are possible areas to consider for review. This list assumes that the audit and finance committee will pick one or two areas each year in cooperation with the auditors. It is understood that the auditors are still to conduct their normal internal control review of basic areas in addition to paying special attention to the following:

Cash Controls primarily for areas outside of the cashier’s office
Throughout the college various areas handle cash, which eventually is deposited into the cashier’s office. This may include the theatre, bookstore, library, continuing education, and sporting events. It is assumed that when the auditors review college internal controls, a thorough review of the procedures in the cashier’s office would normally be done. However, how cash is handled in areas outside of the cashier’s office would also be important for the auditors to review periodically. (reviewed in FY04 audit)

Online purchasing
The on-line purchasing system is now in place at the college. Although continuing training sessions are held with the cost center managers, there is always room for improvement. A review of this area for any weaknesses should be considered. (reviewed in FY05 audit)

Purchasing controls for the use of proposed procurement card procedures
Howard county government and the Howard county public schools currently use procurement cards throughout their organizations. The college has developed policies and procedures for the use of procurement cards, and would like them reviewed to ensure that the proper controls are in place. An audit of the College’s overall purchasing procedures was conducted by the county in 2001. (this area has not been reviewed)

Inventory systems throughout the college
Each year the college takes an annual inventory of capital equipment and furniture and every other year an inventory of all non-capital items. Individuals throughout the college are designated as “inventory monitors” and it is their responsibility to update and check the inventory in their areas. These inventory listings are then submitted to the finance office for review and compilation of the assets of the college. Although test checks of these areas are done, a review of the inventory submitted and the procedures followed would help us to ensure that we have accurately maintained college assets. (reviewed in FY04 audit)
Review of Enrollment Data and Reporting
Although this is part of the Colleague system, separate tests should be run in this area to ensure the accuracy of data being reported. Currently both the registrar’s office and continuing education enter enrollment data into the system. The internal controls for entering accurate data as well as assurances that in-county and out-of-county data are accurately reported should be reviewed. (This area has not been reviewed in recent years. However, the auditors are requested to test this area as part of their audit of the CC-4 every year.)

Auxiliary Controls
The auxiliary consists of the bookstore, Belmont, food service and children’s learning center (CLC). The bookstore is an income-generating operation; however, the college has to subsidize the food service, CLC, and the Belmont Conference Center. In addition to the cash handling controls noted above, a review of bookstore inventory controls, Belmont accounting controls, CLC registration procedures, and food service reporting should be considered. (Belmont controls reviewed in FY05)

Laurel College Center (LCC) Reporting
Howard Community College and Prince George’s Community College (PGCC) currently run the LCC. Staff personnel at the center are primarily Prince George’s Community College employees. Statements are generated for the operations at the center by both schools and a combined statement is issued periodically. Consideration should be given to review the reporting procedures for this entity. (with the agreement and cooperation of PGCC) (reviewed in 2002)

Payroll
As part of the basic audit procedures, entering new employees into the system and on-going payroll record keeping are considered part of the basic internal controls to be reviewed. However, a more in-depth review of the area should be done periodically to ensure that there are no weaknesses. (reviewed in 2003)

Information Technology
This area should be considered a part of the basic internal control review. However as the college is truly dependent on this mode of operations, a more in-depth review of the area should be done periodically to ensure that access is limited to the authorized users and that there are no weaknesses that should be addressed. (reviewed in 2003)

Board Reports on Policy Compliance
The board has a set of policies with which the administration must comply. The administration issues periodic reports to the audit and finance committee in compliance with these policies. A review of these reports for compliance with the board policy should be done periodically to assure accurate reporting. (this area has not been reviewed)
3 – Web Redevelopment Project

**Background:** On September 28, 2005, the board of trustees approved the award of a contract to CentreTEK Solutions for technical services related to the college’s web redevelopment project. The board approved the projected project cost of $188,300. This cost included a firm-fixed price of $49,300 for the Phase 1, current website assessment. CentreTEK estimated the cost of Phase 2, web design and development, at $139,000, which is based on time, materials, and level of effort. After completion of Phase 1, CentreTEK provided a revised estimate for completion of Phase 2 of the project. The additional expenditure is $72,888 for a total of $211,888 for Phase 2. The increase is due to new hardware licensing requirements, addition of secondary level web design and templates components, and increased project management and technical support to meet campus requirements from the assessment.

**Purpose:** To obtain approval for additional expenses related to the college’s web redevelopment project

**Timeline:** March 2006 through October 2006

**Specifications:** The contractor will lead the process of redesigning and rebuilding the college’s enterprise web structure. This process includes validation of primary content for migration, restructure of information flow, integration of key processes, and incorporation of enhanced security features. The contractor is also responsible for the implementation of the proposed web content management system. The contract requires completion of the project within a period of one year from the date of contract award.

**Recommendation**

The administration requests that the board of trustees approve:

**Amount:** The total revised cost for the project is $261,188. Initial cost projection: $188,300; revised increase for Phase 2: $72,888.

**Vendor:** CentreTEK Solutions, LLC

**Source of funds:** Information Technology Matching Fund

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
4 – Horowitz Center Construction Budget Changes

**Background:** Construction on the Horowitz Visual and Performing Arts Center began on August 17, 2004. The base construction budget for the project was $20,180,431. At the November 2005 and February 2006 board meetings, the administration requested the board increase this amount for 1) a contingency of $453,000; 2) $141,881 for add alternate number one – the stage rigging and draperies; and 3) $89,953 for the card access and CCTV control systems. These additions represent an increase of $684,834.

The administration is now asking the board to approve the remaining add alternates along with the floor upgrade and the lobby wall reveals. All of these items have been budgeted. Riparius has obtained final costs on the items noted below. However, the ones that still have budgeted amounts will have to be completed within the budgeted amounts or be reduced.

These items are detailed as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby Wall Reveals</td>
<td>Final cost</td>
<td>$17,534</td>
</tr>
<tr>
<td>Fritz tile in lieu of finished vinyl tile at three corridors and the office wing</td>
<td>Final cost</td>
<td>42,830</td>
</tr>
<tr>
<td>Lobby Granite Flooring</td>
<td>Final cost</td>
<td>131,274</td>
</tr>
<tr>
<td>Perforated Panel Over Aluminum Tube Frame at five lobby locations</td>
<td>Budgeted amount</td>
<td>236,521</td>
</tr>
<tr>
<td>Landscaping and irrigation for phase I and II</td>
<td>Budgeted amount</td>
<td>141,290</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$569,449</strong></td>
</tr>
</tbody>
</table>

**Purpose:** To obtain board approval for the additional add alternates, the lobby wall reveals, and the lobby granite floor.

**Location:** Horowitz Visual and Performing Arts Center

**Timeline:** These changes will be added to the current contract for the building, which is expected to be completed by August 2006.

**Recommendation**

The administration requests that the board of trustees approve:
Amount: $569,449

Vendor: Riparius Construction, Inc.

Source of funds: FY07 Capital Budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
5 – Digital Fiber Security Camera Network Contract

**Background:** To enhance security on campus, the administration sought proposals for a campus-wide, camera-based security system with phased installation. Phase I will include security cameras and digital video recorders (DVR's) for parking lot “I,” located by the Hickory Ridge building, with installation by the contractor. It will also include a work station and “box sale” (box sale stands for DVR's and equipment purchased by the college that will be installed by the college) for the Children’s Learning Center, athletic and fitness center, the Hickory Ridge building, administration, science and technology, nursing, student activities, Clark Library and instructional laboratory buildings. Phase I will be funded by the FY06 systemic budget. Phase II will be the purchase and installation of the camera system including installation by the contractor in parking lots “A” and “B.” Phase II will be funded with the FY07 systemic budget. The request for proposal was issued on January 19, 2006, and six companies responded to the bid (see table below). The lowest bidder was Johnson Controls with $200,546.57 for Phase I and $242,932.48 for Phase II, and a total for both phases of $443,479.05.

Although funding is available in the FY06 capital budget for Phase I, the college has not received approval from the county for Phase II. The companies understand that Phase II cannot occur until the county approves the FY07 capital budget request. If Phase II is not approved, the price for Phase I remains unchanged. The administration is asking the board to approve both phases now, but only plan to award Phase I at the moment.

**Purpose:** To seek the approval from the board for a security camera project contract

**Location:** Parking Lots “I,” “A,” and “B” and box sale for the Children’s Learning Center, athletic and fitness center, the Hickory Ridge building, administration, science and technology, nursing, student activities, Clark Library and instructional laboratory buildings

**Timeline:** Begin March 2006

**Specifications:** Purchase and installation of expandable digital fiber security camera network
Bids:

<table>
<thead>
<tr>
<th>Company</th>
<th>Phase I</th>
<th>Phase II</th>
<th></th>
<th></th>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lot &quot;I&quot; $</td>
<td>DVR's for Box Sale $</td>
<td>Box Sale $</td>
<td>Work Station $</td>
<td>Lot &quot;A&quot; $</td>
<td>Lot &quot;B&quot; $</td>
</tr>
<tr>
<td>ARK Systems</td>
<td>152,000.00</td>
<td>26,210.00</td>
<td>59,321.00</td>
<td>2,460.00</td>
<td>126,500.00</td>
<td>175,000.00</td>
</tr>
<tr>
<td>Johnson Controls</td>
<td>134,170.26</td>
<td>7,062.94</td>
<td>56,900.37</td>
<td>2,413.00</td>
<td>103,889.25</td>
<td>139,043.23</td>
</tr>
<tr>
<td>S3 Integration</td>
<td>171,170.81</td>
<td>27,851.00</td>
<td>61,241.00</td>
<td>1,991.05</td>
<td>147,216.25</td>
<td>183,945.66</td>
</tr>
<tr>
<td>Siemens</td>
<td>167,133.32</td>
<td>47,647.00</td>
<td>57,099.29</td>
<td>2,468.09</td>
<td>169,858.00</td>
<td>199,697.00</td>
</tr>
<tr>
<td>Simplex Grinnell</td>
<td>132,414.90</td>
<td>39,485.00</td>
<td>51,642.00</td>
<td>4,800.00</td>
<td>101,482.40</td>
<td>135,832.70</td>
</tr>
<tr>
<td>SST</td>
<td>158,430.98</td>
<td>32,895.81</td>
<td>59,679.81</td>
<td>2,880.00</td>
<td>138,184.48</td>
<td>189,870.78</td>
</tr>
</tbody>
</table>

Recommendation

It is requested that the board of trustees approve:

**Amount:** Phase I to be awarded now for $200,546.57 and Phase II to be awarded when the FY07 capital budget is approved by the county for $242,932.48. The grand total of the contract is $443,479.05.

**Vendor:** Johnson Controls

**Source of funds:** FY06 Capital Budget-Systemic renovations and pending FY07 Capital budget-Systemic renovations

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
6 – Software Service Agreement

Background: Howard Community College (HCC) uses Datatel’s administrative software to support business processes and services. The administrative software has an integrated database and application modules that assist with electronic processing of student enrollment requirements, student records, finance transactions, payroll, facilities scheduling, reporting, and human resource administration. The college has an extended service agreement with Datatel to support its products, which is renewed annually. The contract covers annual software license renewal fees, maintenance services, and upgrades. The college also prepays consulting, training, and custom programming service credits to the company, which is estimated from previous years’ expenditures. The administrative software is supported by the college’s administrative information systems department, which provides project assistance, staff training, operational integrity, and technical support.

Purpose: To renew the Datatel extended software service agreement

Location: Computer Center


Specifications: License renewal and service contract

Recommendation

The administration requests that the board of trustees approve:

Amount: $203,670

Vendor: Datatel Incorporated

Source of funds: FY07 administrative information systems department operating budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
7 – Furniture and Equipment for the Peter and Elizabeth Horowitz Visual and Performing Arts Center

Background: As part of the capital construction furnishing and equipping guidelines and the state procurement process, all capital projects receiving any percentage of state funding are required to use Maryland Correctional Enterprises (MCE), formerly known as State Use Industries, for its furniture and equipment. Any items that cannot be provided by MCE, can be obtained through the Baltimore Regional Cooperative Purchasing Contract or through solicited proposals. Due to the nature of this building and the unique products being procured, only a small portion of the furniture and equipment items will be provided by MCE. Therefore, below is a breakdown of all components of the building with the exception of the pianos, which were already presented to the board for approval. The total furniture and equipment budget is $2,942,000 minus the piano allocation of $670,495 already approved, leaving a balance of $2,271,505 to purchase the remaining equipment for the facility.

a. Arts Equipment

Purpose: To obtain board approval to award the arts equipment purchases

Timeline: To be delivered and installed August 2006


Amount: Not to Exceed $103,430

b. Appliances

Purpose: To obtain board approval to award appliance purchases including a commercial washing machine, clothes dryer, and two refrigerators

Timeline: To be delivered and installed August 2006

Vendor: Ropper, Inc.

Amount: Not to Exceed $4,280

c. Music Equipment and Theatre Stage Equipment

Purpose: To obtain board approval to award the music equipment purchases
Timeline:  Partial delivery and installation in May 2006 with the remaining items to be delivered and installed in August 2006

Vendor:  Wenger

Amount:  Not to Exceed $283,710

d.  Photography Equipment

Purpose:  To obtain board approval to award the photography equipment purchases

Timeline:  To be delivered and installed August 2006

Vendor:  Service Photo, Inc.

Amount:  Not to Exceed $81,570

e.  Remaining Theatre Equipment

Purpose:  To obtain board approval to award the theatre equipment purchases

Timeline:  To be delivered and installed August 2006

Vendor:  Singer

Amount:  Not to Exceed $4,650

f.  Tables, Chairs and Standard Office Equipment

Purpose:  To obtain board approval to award the tables, chairs and various office equipment purchases

Timeline:  To be delivered and installed August 2006

Vendor:  Maryland Correctional Enterprises

Amount:  Not to Exceed $602,880

g.  AV and IT Equipment

Purpose:  To obtain board approval to award the audio visual and information technology item purchases

Timeline:  To be delivered and installed August 2006
Vendor: Dell and Theatre Service
Amount: Not to Exceed $1,190,985

Recommendation

The administration requests that the board of trustees approve items a-g. There is a possibility that a savings could occur in one of the above categories (a-g). If this occurs, the administration would like approval to reallocate these funds within the furniture and equipment budget as long as the amount of the total furniture and equipment purchased for the Horowitz Visual and Performing Arts Center does not exceed $2,271,505 – the grand total of items a-g.

Source of funds: FY05 Capital Budget, Horowitz Visual and Performing Arts Center Furniture and Equipment

Compliance: This request for items a-g are in compliance with college procedure, Purchasing – 62.05.01.
8 – Increase in Consolidated Fee

**Background:** Last year, the county approved the start of the parking deck in the capital budget with the understanding that fees charged by the college will pay for the deck. **Since last year, the cost of the deck has increased along with interest rates.** The current deck is scheduled to cost $8,112,209 and to have 518 spaces. As a cost saving measure, the bridge to the science and technology building was eliminated. Debt service on the deck is anticipated to be approximately $642,000 a year.

The administration reviewed several ways to collect the fees for the building, and after looking at a number of scenarios, the decision was made to increase the building fund portion of the consolidated fee charged to credit students. Consideration was given to increasing fees charged to continuing education students; however, as many of these classes are held off campus and the money generated by adding a small fee to each class did not generate significant funds, it was decided that this approach would not be a good option.

The consolidated fee is currently 14.4 percent of the in-county tuition rate and the proposed change is as follows:

<table>
<thead>
<tr>
<th>Fee categories</th>
<th>Current Fee as a Percentage of the In-county Rate</th>
<th>Proposed Fee as a Percentage of the In-county Rate</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>.73</td>
<td>.73</td>
<td>-0-</td>
</tr>
<tr>
<td>Instructional Materials</td>
<td>1.05</td>
<td>1.05</td>
<td>-0-</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>2.72</td>
<td>2.72</td>
<td>-0-</td>
</tr>
<tr>
<td>Building Fund Fee</td>
<td>4.77</td>
<td>7.12</td>
<td>2.35</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>5.13</td>
<td>5.13</td>
<td>-0-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14.4</strong></td>
<td><strong>16.75</strong></td>
<td><strong>2.35</strong></td>
</tr>
</tbody>
</table>

Currently, any student (in-county, out-of-county and out-of-state) pays 14.4 percent of the in-county tuition rate of $105 or $15.12 per credit. With the increase of the proposed tuition rate to $110, at the consolidated fee of 14.4 percent a student would pay $15.84. With the proposed rate of 16.75 percent, the student would pay $18.43 per credit hour, a difference of $2.585 per credit hour and would have the following impact:

<table>
<thead>
<tr>
<th>Description</th>
<th>Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A – taking 6 credits</td>
<td>$15.51</td>
</tr>
<tr>
<td>Student B – taking 15 credits</td>
<td>$38.78</td>
</tr>
<tr>
<td>Student B – full year (30 credits)</td>
<td>$77.55</td>
</tr>
</tbody>
</table>
Originally, the building fund fee was established to pay the debt service on the Burrill Galleria. As enough funds have been collected to retire this debt, the college will now be able to use the funds toward the parking deck costs. The additional request makes up the difference.

**Purpose:**
To approve an increase in the consolidated fee starting in FY07

**Timeline:**
Start fee July 1, 2006 and continue until debt service on the parking deck is retired

**Recommendation**

The administration requests that the board of trustees approve an increase in the consolidated fee for FY07 to 16.75% of the in-county tuition rate as recommended by the audit and finance committee at its March 7, 2006, meeting.

**Amount:**
Anticipated $642,000 to be generated a year

**Source of funds:**
Funds collected will be placed in the plant fund

**Compliance:**
This request is in support of board policies, Governance Process; Board’s role: Presidential Boundaries; Fiscal Condition and Presidential Boundaries Budgeting/Forecasting.
9 – Parking Deck Contract Change

Background: Last year, the college hired Desman Associates to design the parking deck that was to be built in the back of the science and technology building. The original request for proposal (RFP) was to design a 300 space parking deck with future expansion to over 500 spaces. After Desman Associates was hired, the decision was made to increase the deck to 518 spaces. This change meant that two levels had to be added to the deck. In addition, during the county review process, the county required additional work, which included additional site surveys, duct bank relocation, relocation of an outfall structure, additional ADA requirements, a revised spot elevation, and water line analysis. Based on the change in the levels, Desman Associates, requested an increase of $22,000 to the original contract of $248,000. In addition, with the additional work the county required, a revision of $37,500 was requested. Since the college had done the actual bidding for the contractor, a credit of $15,000 was agreed to by the administration. However, this agreement meant an overall increase in the contract of $44,500.

After discussions with the state and Riparius Construction Inc. on the changes, the college believes the revised contract amount is appropriate for the additional work done.

Initially, problems occurred with the architect; however, it is now believed that the company’s full team is working to meet all college deadlines.

Purpose: To request an increase in the parking deck architectural contract

Location: East of the science and technology building

Timeline: Delivery of parking deck – August 2007

Specifications: 518 space parking deck

Recommendation

The administration requests that the board of trustees approve an increase in the contract as recommended by the audit and finance committee at its March 7, 2006, meeting:

Amount: $44,500

Vendor: Desman Associates
**Source of funds:** FY07 Capital Budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
10 – Shuttle Service

**Background:** One of the most critical areas on campus is the parking shortage. In an effort to help alleviate some of the issues associated with parking, the college offered shuttle service again this spring semester as well as constructing two additional overflow parking areas on campus: 1) the tennis courts were converted to allow for 88 parking spaces; and 2) a 109 space gravel parking lot south of the athletic fields was installed along with a pedestrian pathway from the lot to the campus.

This semester, the college worked diligently to promote the shuttle for use by the student population in addition to employees. Several channels of communication were used to inform students of this service and the efforts proved successful. As the numbers below indicate, the initial use of the shuttle was 50 percent students. As an incentive, employees and students were given a $5 meal voucher for use at the Galley or the ILB Starbucks for every five shuttle rides.

The original intent was to procure the shuttle for five weeks or 25 days at $900 per day totaling $22,500. However, in order to ensure all shuttle participants received ample notification that shuttle services were terminating, the college decided it was best to extend the shuttle one additional week. Therefore, the shuttle was procured from January 30, 2006, through March 10, 2006, totaling 30 days at $900 per day and increasing the purchase order to $27,000.

The original shuttle services would not have required a public bid or board approval. However, the extended shuttle cost does require approval. With the construction of the new parking garage, shuttle services are not anticipated in the future; however, since the college has maintained a good working relationship with Woodlawn Motor Coach, these services are available for future use, if necessary.

Each day, security prepared parking counts on campus and the college evaluated weekly whether to continue the shuttle. Shuttle usage was monitored closely as well, and similarly, the number of users decreased as the semester progressed.

Currently, the HCC Express Shuttle has had 862 rides and expects an additional 90 for the last week. Based on the number of shuttle participants and the incentive of five rides equals one $5 meal voucher, the college anticipates 190 individuals will claim their meal vouchers for a total of $950.

**Purpose:** To obtain board approval for shuttle services during the spring semester 2006
Timeline: Spring semester January 30, 2006, through March 10, 2006

Specifications: To provide shuttle services from the Columbia Mall to the HCC main campus for employees and students

Bids:

Quotes for shuttle services were solicited from the following companies with Woodlawn providing the lowest rate with the most flexibility.

- Brown's Motor Tours
- Chesapeake Charter
- Corporate Transportation
- East Coast Transportation
- Flester's Bus Service
- J.C. Bus Company
- J. King Bus Shuttle Service
- Professional Livery
- Woodlawn Motor Coach

Recommendation

The administration requests that the board of trustees approve:

Amount: $27,000

Vendor: Woodlawn Motor Coach, Inc.

Source of funds: Funds were allocated at year-end in the Fund 13 account for these services.

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
11 – Trailer Mounted Work Platform

Background: There are several areas in the college’s buildings, like the foyer in the instructional laboratory building and in the future Horowitz Visual and Performing Arts Center, where it is impossible to replace lighting because of the ceiling height. The same is true for the exterior lights of the building and grounds. A trailer mounted work platform will allow plant operation’s personnel to reach these areas. An invitation to bid was advertised according to college procedures on February 2, 2006. Two companies replied to the invitation and submitted proposals as follows. ABC Rental submitted a bid for $23,095 with a one-year warranty. United Rentals submitted a bid for $31,666 also with a one-year warranty. Even though two rental companies competed for the bid, the equipment will be purchased and not rented.

Purpose: To seek board approval to purchase a trailer mounted work platform

Timeline: End of FY06

Specifications: Trailer mounted work platform with rotating arm – the maximum height when fully extended is 46 feet with a working outreach of 21 feet

Bids:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Price</th>
<th>Warranty</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Rental</td>
<td>$23,095</td>
<td>1 year</td>
</tr>
<tr>
<td>United Rentals</td>
<td>$31,666</td>
<td>1 Year</td>
</tr>
</tbody>
</table>

Recommendation

It is requested that the board of trustees approve:

Amount: $23,095

Vendor: ABC Rental

Source of funds: FY06 Capital budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
12 – Painting Services Contract

**Background:** In order to expedite small renovation projects, the administration is proposing to execute contracts with certain trades. The painting services contract was one of the trades advertised via a request for proposal (RFP) on a time and material markup basis in January of 2006. Polizos Painting, Inc. and Colossal Contractors, Inc. responded to this RFP. (See table below for bid tabulation)

**Purpose:** To obtain board approval for a plumbing services contract

**Timeline:** July 1, 2006 through June 30, 2007, with a year-by-year optional extension for a total of three years

**Specifications:** Painting services for all college areas as needed

**Bids:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Supervisor</th>
<th>Journey Man</th>
<th>Apprentice</th>
<th>Material Markup %</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polizos Painting, Inc.</td>
<td>20.00</td>
<td>15.00</td>
<td>12.50</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Colossal Contractors, Inc.</td>
<td>25.00</td>
<td>25.00</td>
<td>15.00</td>
<td>10</td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommendation**

It is recommended that the board of trustees approve:

**Amount:** $20.00/hour supervisor, $15.00/hour journeyman, $12.50/hour apprentice, 15% material markup, not to exceed $30,000

**Vendor:** Polizos Painting, Inc.

**Source of funds:** FY07 plant operations operating budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
13 – Plumbing Services Contract

**Background:** In order to expedite small renovation projects, the administration is proposing to execute contracts with certain trades. The plumbing services contract was one of the trades advertised via a request for proposal (RFP) on a time and material markup basis in January of 2006. Emjay was the only company responding to the RFP for plumbing services. (See table below for detail of bid)

**Purpose:** To obtain board approval of a plumbing services contract

**Timeline:** July 1, 2006 through June 30, 2007, with a year-by-year optional extension for a total of three years

**Specifications:** Plumbing services for all college areas as needed

**Bids:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Supervisor</th>
<th>Journey Man</th>
<th>Apprentice</th>
<th>Material Markup %</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emjay Engineering &amp; Construction Company Inc.</td>
<td>44.75</td>
<td>42.78</td>
<td>29.05</td>
<td>11.5</td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommendation**

It is recommended that the board of trustees approve:

**Amount:** $44.75/hour supervisor, $42.78/hour journeyman, $29.05/hour apprentice, 11.5% material markup, not to exceed $25,000

**Vendor:** Emjay Engineering & Construction Company, Inc.

**Source of funds:** FY07 plant operations operating budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
14 – HVAC Services Contract

Background: In order to expedite small renovation projects, the administration is proposing to execute contracts with certain trades. The HVAC services contract was one of the trades advertised via a request for proposal (RFP) on a time and material markup basis in January of 2006. Emjay Engineering & Construction, Inc. was the only company responding to the RFP for HVAC services. (See table below for detail of bid)

Purpose: To obtain board approval for a HVAC services contract

Timeline: July 1, 2006 through June 30, 2007, with a year-by-year optional extension for a total of three years

Specifications: HVAC services for all college areas as needed

Bids:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Supervisor</th>
<th>Journey Man</th>
<th>Apprentice</th>
<th>Material Markup %</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emjay Engineering &amp; Construction Company, Inc.</td>
<td>44.75</td>
<td>42.78</td>
<td>29.05</td>
<td>11.5</td>
<td>1</td>
</tr>
</tbody>
</table>

Recommendation

It is recommended that the board of trustees approve:

Amount: $44.75/hour supervisor, $42.78/hour journeyman, $29.05/hour apprentice, 11.5% material markup, not to exceed $25,000

Vendor: Emjay Engineering & Construction Company, Inc.

Source of funds: FY07 plant operations operating budget

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.
15 – Carpentry Services Contract

**Background:** In order to expedite small renovation projects, the administration is proposing to execute contracts with certain trades. The carpentry services contract was one of the trades advertised via a request for proposal (RFP) on a time and material markup basis in January of 2006. Colossal Contractors, Inc., Supreme Maintenance & Construction, Inc., and MACE Enterprises, Inc. responded to the bid. (See table below for bid tabulation)

**Purpose:** To obtain board approval for a plumbing services contract

**Timeline:** July 1, 2006 through June 30, 2007, with a year-by-year optional extension for a total of three years

**Specifications:** Carpentry services for all college areas as needed

**Bids:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Supervisor</th>
<th>Journey Man</th>
<th>Apprentice</th>
<th>Material Markup %</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colossal Contractors</td>
<td>25.00</td>
<td>25.00</td>
<td>15.00</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>MACE Enterprises</td>
<td>70.00</td>
<td>48.00</td>
<td>30.00</td>
<td>25</td>
<td>1</td>
</tr>
<tr>
<td>Supreme Maintenance</td>
<td>45.00</td>
<td>40.00</td>
<td>38.00</td>
<td>20</td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommendation**

It is recommended that the board of trustees approve:

**Amount:** $25.00/hour supervisor, $25.00/hour journeyman, $15.00/hour apprentice, 10% material markup, not to exceed $40,000

**Vendor:** Colossal Contractors, Inc.

**Source of funds:** FY07 plant operations operating budget

**Compliance:** This request is in compliance with college procedure, Purchasing – 62.05.01.
16 – Change Order for Murphy and Dittenhafer

Background: The mechanical systems in the administration building and Smith Theatre are being renovated as part of the renovation of the areas connected to the Horowitz Center. The mechanical piping loop that serves the administration building and Smith Theatre is also the same loop that serves the nursing building. Therefore, it is necessary to assess the current mechanical equipment in the nursing building and its remaining useful life.

When the Clark Library HVAC was renovated several years ago, funds were allocated but not spent to examine and renovate the HVAC in the nursing building. Therefore, the administration would now like to expand the services of Murphy and Dittenhafer to include the nursing building HVAC study.

Purpose: To complete an HVAC study of the nursing building

Location: Nursing building

Timeline: Spring 2006

Specifications: Study of nursing building HVAC for life expectancy and replacement. Recommendations for upgrade or replacement will be included as part of this study.

Recommendation

It is requested that the board of trustees approve:

Amount: $21,500

Vendor: Murphy and Dittenhafer, Inc.

Source of funds: FY06 Capital budget – HVAC upgrade

Compliance: This request is in compliance with college procedure, Purchasing – 62.05.01.